

Portland Parks Department

This is a reservation request. You will be notified if this request is denied. Reservations require at least 7 days lead time.

303 Portland Blvd**615-325-6464****615-323-0264 (weather hotline)****615-325-3434 (after hours assistance, Police Dept)****Portland, TN 37148****www.cityofportlandtn.gov****Robert Coleman Community Center****Fees \$25 per hour (\$30 per hour for NR)*****NR- A non-resident is defined as living outside the city limits (not paying City of Portland property taxes).***

Name _____

Address _____

City State Zip _____

Phone H _____ W _____

Cell _____ Fax _____

Email _____

Date Requested ____ / ____ / ____ *Must be reserved at least 1 week in advance, and no more than 12 months in advance.*Time Requested Start ____ : ____ ☐ AM ☐ PM End ____ : ____ ☐ AM ☐ PM Est # of people attending _____*You must reserve all the time you need, including setup and cleanup.*

Base Fee	_____	x	\$ _____	=	\$ _____
	Hours		Rate		Fee

Type of activity ☐ Party ☐ Class ☐ Other (describe below) _____Will any fees be charged or collected for this activity? ☐ YES ☐ NO

If YES, you must estimate: Total # of participants _____ Total fees to be collected \$ _____

Do you require - Tables (how many) _____ Chairs (how many) _____

Some events may require an additional deposit or expense, to be determined by the Portland Parks Department prior to the date of the reservation. All fees are due with the reservation request.

Additional Fees or Deposits**Revision (original date ____/____/____)****Total Fees (Base Fee + Any Additional)**

\$ _____

\$ 25

TOTAL Fee \$ _____**Certificate of Insurance**

Parks Department to complete this part of the form. Some activities may require the user to obtain a certificate of insurance (liability) naming the City of Portland as additional insured. If insurance is required for your event, this will be reflected in this section. The certificate must be received by the Portland Parks Department at least 1 week prior to your reservation. Reservation will be cancelled without required insurance.

☐ **Insurance Required**☐ **Insurance Not Required***User must sign the back page of this form*

Background Checks: USER agrees that any personal criminal record of any party in contact with the public and involved with this reservation is subject to full disclosure to the CITY and review by the CITY as part of this application request. This review may include a background check. A criminal record is not automatic grounds for denial and cancellation. However, USER failure to notify the CITY of a pertinent criminal record may result in the denial and cancellation of the reservation application.

Restricted Activities: For-profit businesses and organizations may not use the facility for normal business purposes, nor can individuals use the facility for personal yard-sales, etc. It is the responsibility of all users to adhere to all rules and regulations of the City of Portland Municipal Code and all Code of Ordinances, including but not limited to restrictions governing the use of fireworks, vending and selling (permit required with City of Portland), alcohol, and disturbing the peace. Proof of any required permits must be presented to Parks Department at time of reservation.

Facility Problems: Your permit authorizes your reservation. You may not "bump" another user without the permit in hand. Contact the Portland Parks Department (325-6464) during normal business hours (M-F, 8:00-4:30) for assistance in enforcing your permit, or the Portland Police Department (325-3434) for assistance outside of normal business hours.

Tables and Chairs: There are usually tables and chairs on hand at the facility. However, the Parks Dept can not guarantee the number of tables and chairs available. The USER should specifically list any table and chair requirements on the front side of this form. The Parks Dept will advise USER if this request can not be fulfilled.

Snow: It is the responsibility of the USER to contact the Parks Dept for facility closings due to weather. There are no refunds for snow or any other weather condition. However, if the facility is not used and if the Parks Department is notified no later than the date of the event, another date of similar value may be reserved at no additional fee.

Cancellation and Refund: The Parks Department will process a refund if the event is cancelled with a minimum of 1 week advance written notice. An administrative fee of 33% (not to exceed \$25) will be retained by the City of Portland for all refunds. No refunds on any cancellation with less than 7 days notice.

Revisions: Any USER requested revision to the reservation (date and/or time changes) incurs a \$25 administrative fee and a new reservation form. A minimum of 72 hours notice is required for any revisions.

Terms: The undersigned (USER) agrees that it and all users (USER) of said facilities will abide by all rules and regulations. USER shall so conduct its activities upon the premises so as not to endanger any person lawfully thereon, and shall indemnify, save and hold harmless the City of Portland, the Portland Parks Department and all of their officers, agents and employees (CITY) from any and all claims for losses, injuries, damages and liabilities to persons to property, however caused, while said premises are under the control of USER. USER hereby assumes full responsibility for the character acts, and conduct of all persons admitted to the premises by consent of the USER, or its officers, employees, agents, members or representatives. USER will report all injuries in writing within 24 hours.

USER will reimburse the CITY for any costs, expenses or fees incurred in any litigation or negotiations prior to litigation, to which the CITY may be a party or be involved, caused by the acts of the USER or due to the accidents or occurrences against liability for which the USER hereby agreed to indemnify the CITY. USER will reimburse the CITY at 2x the facility reservation rates due to any use outside the times reserved for this particular reservation. All returned checks will incur a \$20 fee.

USER agrees that if said premises or the building, equipment or furnishings thereon, are damaged during the term of this agreement, by the act, default or negligence of USER or any person admitted to said facility by the USER, the USER shall pay to the CITY upon demand such sum as shall be necessary to restore said facility to the condition that it was in at the commencement of this agreement, and to replace and to repair any equipment of furnishings so damaged. USER agrees to leave such facility in a clean and orderly condition and agrees to pay the CITY upon demand such sum as shall be necessary to restore such facility to a clean and orderly condition.

It is understood that the CITY reserves the right to cancel this agreement for any default by USER, or to cancel or reschedule this agreement with just cause.

USER agrees to all terms and conditions of this facility reservation agreement.

Signature

Date

Parks Department Authorization _____

Paid \$ _____ ☐ **Cash** ☐ **Check #** _____ **Date** _____

Cert of Insurance Recvd Date _____ **Permits Recvd Date** _____